

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

WAQF-E-NAU SCHEME

**WAQF-E-NAU SYLLABUS
SERIES No. 1 BOOK No. 2**

**ETIQUETTES
UP TO 10 YEARS**

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Preface

The Vakalat Waqf-e-Nau has prepared a syllabus (Nisaab Waqf-e-Nau) in Urdu for the guidance of the Waqfeen-e-Nau. The syllabus is aimed towards the teaching of children from 1 to 10 years of age.

The urdu syllabus is divided into 4 parts, namely:

The Actual Syllabus; Etiquette's; Salaat and Guidelines for Parents.

There was a great need for the syllabus to be translated in to English and the UK Waqfe Nau team was chosen to undertake this important task.

The United Kingdom National Waqfe Nau team is very grateful to many learned members of the UK Jamaat for assisting in the exercise of translating the original urdu text thus providing the basis of publishing this much demanded book.

In order to enhance the learning process the syllabus is being published as 4 seperate books. Book 1 covered the Actual Syllabus. Book 2 is the second in the series, which covers the Etiquette's as detailed in the syllabus.

The next publications in this series will Insha'Allah be Salaat and Guidelines for Parents.

Publications in Series No. 2 will cover the syllabus for 10 to 13; 13 to 15; and 15 to 17 year olds.

Publications in Series No. 3 will be the Urdu and English translations of the 5 very important sermons for the Waqfeen-e-Nau delivered by Hadhrat Khalifatul Masih IV (Rh).

Further publications will be the English translated books as advised by the Vakalat Waqf-e-Nau to be read by the Waqfe Nau children.

Amongst these publications will be the 4 books titled Kaamyaabee Ki Rahaen; Minhaj ut Talaybeen; Bucho Ki Parvarish; Kur Na Kur; Hadhrat Rasool-e-Kareem (saw) Aur Buchay; Piyare Rasool (saw) Ki Piyari Baatain; Ghuncha-e-Gul; Guldusta; Hakayat-e-Shirin; Waqayat-e-Shirin; Hayat-e-Noorud-Din; Mayray Buchpun Kai Din.

The readers are requested for special prayers for the publishing team that may Allah enable them to be successful in providing this important reading material for the special Waqfeen-e-Nau children.



Hadhrat Mirza Ghulam Ahmad (as)
The Promised Messiah and Imam Al-Mahdi

His Holiness Hadhrat Mirza Ghulam Ahmad of Qadian (as) was born in Qadian on February 13, 1835 before sunrise. He was born with a twin, which was according to prophecies recorded in Islamic literature. At a young age he was very interested in religion. His father would say about him to his friends: "This son of mine is a Maseetar (Punjabi: someone who spends his time in the mosque, saying prayers)."

From 1864 to 1866 he had to work for the government to respect the wish of his father. He had no Interest whatsoever in a worldly career and therefore considered his employment to be a "prison sentence". In March 1885, he announced through a public advertisement, sent to almost all religious leaders, scholars and kings of the world, that according to a revelation from God, he was the Reformer of the Age. The first Initiation (Bai'at) ceremony took place at the house of Hadrat Soofi Munshi Ahmad Jan at Ludhiana on March 23rd 1889.

On May 26th 1908 at 10:30 am, our beloved Imam the Promised Messiah (as) passed away. One of his most famous revelations known by all Ahmadis around the world was revealed, when his father passed away:

أَلَيْسَ اللَّهُ بِكَافٍ عَبْدَهُ.

Alaisallaahu bikafin abdahoo

Is not Allah sufficient for His servant?

The Manner In Which Salat Should Be Offered

1. After having performed ablution proceed towards the mosque in a dignified manner. Do not run even if you are late.
2. While walking to offer Salat determine which good deeds you will present before the Almighty and for which misdeeds you will repent.
3. Answer calls of nature before going for Salat so that you may offer Salat with full concentration.
4. While offering congregational prayer all rows should be straight. Those in rows should stand shoulder to shoulder and foot to foot so that there is no vacant space in between.
5. When forming a row, take care to straight each row from the middle of the line and then from the right and left. This maintains the connection from the Imam. If there is an empty space in any row it should be filled - preferably from the front row first.

6. Before commencement of Salat, read aloud the intention i.e.

وَجَّهْتُ وَجْهِيَ لِلَّذِي فَطَرَ السَّمَوَاتِ وَالْأَرْضَ حَنِيفًا وَمَا أَنَا مِنَ
الْمُشْرِكِينَ.

"I have turned my full attention towards the Supreme Being, Who has created the heavens and the earth, being ever inclined towards him and I am not one of those who associate partners with Him."

7. Proceed towards the Salat peacefully and with dignity. Do not hurry.

8. Pronounce the words of the Salat deliberately and in good taste. Concentrate on the words of the Salat and their meaning. As far as possible prevent your thoughts from wandering elsewhere.

9. Offer Salat while attentive, with full concentration.

10. Do not make any move during the Salat before the Imam and follow the Imam unless he makes a mistake in which case he should be made aware that he has made a mistake. A male follower should utter "Subhanallah" and a female follower should clap her hands in a dignified manner to alert the Imam to the fact that he has made a mistake. If the Imam does not correct himself by the third alert, then you should follow him.

11. After finishing the Salat one should not move away at once but should spend a little while in the remembrance of Allah, recite Subhanallah (33x) Alhamdulillah (33x) and Allaho Akbar (34x).

12. When another is offering Salat making a noise or to talk loudly is strictly prohibited.

13. Offer Salat at the appointed time.

14. Listen to the Friday Sermon carefully. If it is necessary to ask someone to be quiet, do so by a gesture. While the sermon is being delivered do not engage in recreation even with straw and pebbles. Remember, a sermon is an integral part of the Friday service.

Table Manners

1. Wash your hands before every meal. If napkins or serviettes are available spread one on your lap so that any particle of food may not spoil your clothes.

2. Before starting to eat recite the following prayer:

بِسْمِ اللَّهِ وَعَلَى بَرَكَاتِهِ.

"In the name of Allah and with the Blessings of Allah."

If you have started eating without saying the above you should stop eating and say:

بِسْمِ اللَّهِ أَوَّلِهِ وَآخِرِهِ.

"In the name of Allah first and best."

3. Eat with your right hand and do not dip your hand in the dish.

4. Take small morsels, keep your mouth closed and chew the food slowly without making a sound.

5. Do not open the mouth wide when putting a morsel in it.

6. When putting food on your plate take what is in the dish in front of you and do not pick out bits of meats or other food that you like best.

7. Initially put a small quantity of food on your plate - if necessary you can take some more later on.

8. Put only that amount of food on your plate that you can eat. Finish whatever is on the plate.

9. If there is only a small amount of food think of others and only take a measured quantity.

10. Do not overeat. Eat what you need and stop when you are still somewhat hungry. The Holy Prophet (saw) said that "you should fill your stomach thus: 1/3 food, 1/3 drink and 1/3 air."

11. You should always eat whilst sitting straight up and never eat in a reclining position.

12. If you are using forks or knives or spoons make sure that you do not make a sound.

13. Do not drink water in one gulp. Drink it slowly in two or three instalments. When you have finished drinking do not `burp`.

14. After having finished your meal recite the prayer: 'All praise belongs to Allah who has provided us with food and drink and has made us Muslims.' (see page 11)

15. If there is a serviette or a napkin on your lap, after the meal, having wiped your lips and your hands, fold it. Then wash your hands and rinse your mouth.

16. Make sure that there is no excess of sweeteners, chillies or other spices.

17. Do not eat when the food is very hot nor should you drink tea or milk when it is very hot.

18. Similarly you should not drink very cold water.

Eating In Company

1. You should start your meal saying the prayer:

بِسْمِ اللَّهِ وَعَلَى بَرَكَاتِهِ.

In the Name of Allah and with the blessings of Allah.

2. If you help yourself from a dish or pour yourself a drink make sure that the dish or jug etc. is put back in the exact spot from which it was removed. If you keep it near you it may create an inconvenience to others.
3. If a dish is beyond your reach do not stretch your arm or stand up to get it. In such an event request the person next to it to help you.
4. Try not to talk too much during a meal. Do not talk while you are chewing food in your mouth. Talk only after you have eaten the morsel.
5. If any seniors are present at a meal only serve yourself once they have served themselves. Stay put after a meal until the seniors have departed. If in a hurry ask to be excused.

6. If you are to eat at a dining table move the chair gently without dragging it. Having finished the meal gently push the chair under the table so that it does not become an obstacle to others.

7. Do not stare at others while they are eating.

8. If you are invited yourself go alone.

9. Never participate in a party without being invited.

10. After finishing your meal recite the following:

الْحَمْدُ لِلَّهِ الَّذِي أَطْعَمَنَا وَسَقَانَا وَجَعَلَنَا مِنَ الْمُسْلِمِينَ.

All praise belongs to Allah who provided us with food and drink and enabled us to be Muslims (submissive to God).

How To Behave In Company

1. On arrival and departure say Peace be upon you. السلام عليكم
2. If there is plenty of space you may spread out. Where necessary sit close to each other.
3. In company never ask another to make room for you.
4. Sit where there is a space for you. Do not jump over the shoulders of others in an attempt to sit in front. Do not squeeze between two others.
5. Do not eat garlic or raw onions or any other smelly food, when you are to be in a gathering.
6. If someone in authority asks you to leave you must leave without taking offence. Leave unquestioningly and in a humble manner.
7. If someone moves away from his seat, since he has prior right to return to the same seat, he should leave a hat or a handkerchief etc. so that others may know that he intends to return.

8. Do not whisper into the ears of to others in company. If necessary, with permission, move away and talk.

9. Listen carefully to a speaker or whoever is talking. Do not interrupt and never be guilty of heckling.

10. Do not ask too many questions and totally avoid asking absurd questions.

11. Do not disclose the shortcomings of others nor should you reveal your own weaknesses.

12. If someone is being unfairly accused he should be suitably defended.

13. Talk about Allah and meritorious food deeds.

14. Cheerfulness and light, polite jokes are in order to retain the interest of those present.

15. Present an item for discussion only when the item under consideration has been dealt with.

16. Do not depart from the company without a valid excuse as a departee often misses an item of beneficence.

17. If you have to leave seek permission from the one who is presiding.

18. If some articles have to be distributed begin distribution from the right hand.

19. Avoid belching, yawning, dozing or breaking wind. If someone else is responsible for any of these acts do not laugh at him.

20. Do not sit in a place apparently reserved for someone else.

21. Make sure that you wear clean and appropriate clothes.

22. Eagerly participate in a company where there are senior, pious people present.

23. Do not remain sitting in a company where verses from Allah and His admonitions are being denied or ridiculed. You may sit only when they become engaged in some other topic.

Etiquettes At School And Study

1. Arrive at the school on time. Before leaving the house make an educated guess how long it will take you to get to school.
2. While reading do not bring the book any closer than twelve inches from your eyes.
3. Avoid reading while you are on your back or leaning too far forward.
4. Avoid the habit of putting your pen or pencil or some coins in your mouth.
5. If after studying you get a headache or you have difficulty in clearly seeing what is on the blackboard consult an ophthalmologist.
6. Do not read a paper or book while walking.
7. Do not erase what is written on your slate with saliva, instead use a moist cloth.
8. Do not shake your pen before writing so as to avoid the ink blots falling on the clothes.

9. While at school avoid use of abusive language.
10. Study diligently but do not become a bookworm. Do take part in extra curricular activities.
11. Show due respect to your teachers.
12. Avoid conversation while studying.
13. Remember, newspapers and educational magazines can enhance your knowledge so use them.
14. Do not read other's books, letters or other's papers without their permission.
15. Keep a notebook handy and enter in it items of interest from which you can benefit.
16. In your class, or elsewhere, a lecture or an address should be listened to with attention.
17. Try and write in neat and beautiful handwriting so that what you have written can be easily read. Your lines should be straight.

18. Do not spoil your books or copybooks with lines and blotches.

19. Parents should, if possible, provide a cupboard or a box for the child to keep his books and toys in. Make occasional appraisal to ensure that in his belongings there is neither an inappropriate item nor any item that does not belong to him.

20. In an examination avoid copying, as this act is tantamount to utter deceit and theft.

21. Do not hesitate to ask your teacher or someone else anything that you do not already know.

22. Do not absent yourself from school except in extenuating circumstances.

23. If there is a library in your town you should become a member of it.

24. He who does not do his homework is a student of low category.

25. He who only confines himself to doing the homework is a mediocre student.

26. He who, apart from doing the homework, remains engaged in other studies is an able student.
27. Do not keep your books within reach of young children. If they do not take no for an answer give them some picture books.
28. Choose your friends from amongst able and courteous children.
29. While reading, ensure that the light falls on your books from the left side.
30. Chart your preparation for an examination according to the guidelines provided by your teachers or other experienced persons.
31. For meritorious results in an examination write to Hazrat Khalifa tul Masih for prayers and then inform him of the results.
32. Always say `Peace be on you` when entering a classroom.
33. Always wear your uniform when going to school. Keep the uniform neat, clean and tidy.

34. Extend full co-operation for keeping the classroom clean and attractive. You should not be amongst those who take no pride in the clean and attractive appearance of the classroom.

Etiquettes At Home

1. Ensure that in your home peace and tranquillity prevails.
2. Your dealings with your parents and other residents of the house should be of a high order. Your relationship should be one of love and affection.
3. Members of the household should avoid logicity in their mutual conversation.
4. Proper etiquettes should be observed at all times. Avoid mistrust and suspicion of others. Younger members of the family should obey their seniors and the seniors should treat the younger ones with extreme kindness. Your treatment of friends and acquaintances or other members of the household should also be of a high order.
5. Make a habit of using the following terms while in the house; Assalamo Alaikum, Jazakallah, Mash' Allah, Bismillah, Alhamdolillah, Inshallah etc.
6. The environment in the house should always be neat and clean.
7. Make a habit of retiring early and getting up early.

8. Make a habit of reciting a portion of the Holy Quran every morning.

9. Apart from congregational prayers in a Mosque make it a habit to offers Sunnat and Nawafil at home. Those who cannot get to the Mosque should make adequate arrangements to offer Salat at home at the appropriate times. The responsible seniors should, as far as possible, encourage those who are able, to go to the Mosque for offering congregational prayers.

10. It was a Sunnat of the Holy Prophet (saw) to perform ablution before going to bed.

11. Before going to bed at night shake the bedclothes. One should not go to sleep before Ishaa. One should not remain engaged in useless talk after offering Ishaa prayer.

12. Make it a habit to brush your teeth at least twice a day.

13. Always wear appropriate clothes, even at home.

14. If a guest comes to your house, without being lavish be hospitable with an open heart.

15. If you call at someone else's house do not stand immediately opposite the entrance. Do not peep through any cracks in the doors. Stand to the side of the door and seek permission to enter.

16. Do not knock at the door repeatedly, nor ring the bell continuously.

17. If permission is not granted, even after three attempts, return home without feeling offended.

18. Do not sleep on the roof where there is no parapet. Do not sit on the parapet on the roof.

19. Keep your house, your room and any articles in use always neat and clean.

20. Do not damage the decoration in the house even if you live in a rented house.

21. Avoid writing or drawing lines on the walls of your own and other people's home.

22. Do not pollute the walls and floors of the house by spitting or 'spitting paan'.

23. Keep all garbage in a basket. There should be waste paper baskets throughout the house.

24. Do not talk to anyone when you are in the bathroom.

25. Parents should not entrust the running of a house to the servants and children. They should not put an unbearable burden on the domestic servants.

26. All members of a household should respect each other's privacy and must not read another's letters or diaries without permission.

27. Instead of listening to cassettes consisting of songs, listen to cassettes containing poems and the works of chosen poets.

28. Children should watch TV only in the presence of their parents. The parents should comment favourably or unfavourably on the programmes.

29. Do not crack such jokes with your brothers or sisters or associates that may offend them.

30. At all times avoid wearing a frown. Make an effort to be a cultured person.

31. At all times avoid mention of domestic affairs in front of others.

32. Do not upset your neighbours by creating a noise or by other means.

33. Set apart a small room or a corner in your house exclusively for the worship of Allah Almighty.

34. Parents should relate good clean stories to their children and mention events that have good morals.

35. On entering a house recite the following;

اللَّهُمَّ إِنِّي أَسْأَلُكَ خَيْرَ الْمَوْلِجِ وَخَيْرَ الْمَخْرَجِ بِسْمِ اللَّهِ وَلَجْنَا وَعَلَى
اللَّهِ رَبَّنَا تَوَكَّلْنَا.

*'O Allah, I seek good from you on entry into and exit from the house.
We enter with Allah's name and we maintain trust in God'.*

36. Recite the following when leaving the house;

بِسْمِ اللَّهِ وَتَوَكَّلْتُ عَلَى اللَّهِ وَلَا حَوْلَ وَلَا قُوَّةَ إِلَّا بِاللَّهِ - اللَّهُمَّ إِنِّي
أَعُوذُ بِكَ أَنْ أَضِلَّ أَوْ أُضَلَّ أَوْ أَظْلِمَ أَوْ أُظْلَمَ أَوْ أَجْهَلَ أَوْ يُجْهَلَ عَلَيَّ.

'In the name of Allah and with complete faith in Him. Unless enabled by Him I cannot either avoid committing sins or doing good deeds. O Allah, I seek Thy refuge lest I should go astray or be led astray or be unjust or be treated unjustly or I act in an ignorant manner or be treated in an ignorant manner'.

How To Behave On The Streets

1. Do not gather (with friends or relatives) in the streets.
2. Do not throw any garbage or harmful object in the street. If you find any harmful object such as thorns, bones or skins of fruits remove them.
3. Be the first to salute others in the street. The one who is mounted should salute pedestrians first, the pedestrians should salute those who are stationary first, and a smaller group should salute a bigger group first.
4. Respond positively to those who ask you the way.
5. Avoid eating anything while you are walking.
6. Do not engage in meaningless talk.
7. Do not walk carrying a weapon that is likely to harm passers by.
8. Show readiness to help those in the street who seek help.

9. If you are walking uphill recite; 'Allah is great' and if you are walking downhill recite; 'Allah is pure'.

10. Avoid walking both bare headed and bare footed.

11. While in the streets and bazaars avoid walking close to walls for fear that water from a gutter may soil your clothes.

12. While out in the street or in a gathering avoid pointing you finger at others.

13. Do not walk in the streets with the buttons of your shirt undone, nor should you walk with your arm around a companion's neck.

14. Do not walk while dragging your feet nor while your shoes are scrapping the road.

How To Behave On A Journey

1. Try to undertake a journey in the early hours of the day and begin a journey on a Thursday.

2. Before departure a whole group should raise hands and supplicate together.

3. Before mounting a horse recite 'Takbeer' three times and recite

سُبْحَانَ الَّذِي سَخَّرْنَا هَذَا وَمَا كُنَّا لَهُ مُقْرِنِينَ وَإِنَّا إِلَىٰ رَبِّنَا لَمُنْقَلِبُونَ.

'Pure is He who has made it incumbent for this mount or vehicle to serve us. We have no power over it. We are bound to return to him.'

4. If you are walking uphill recite; 'Allah is great' and if you are walking downhill recite; 'Allah is pure'.

5. Remain engaged in supplication while on a journey as supplications from one on a journey are accepted more readily.

6. Avoid travelling by yourself at night.

7. If three or more are travelling together one of you should be selected as the Ameer.

8. During a journey treat your companions with kindness and help them.

9. If the purpose for which the journey is undertaken is achieved then return quickly.

10. During a journey offer an abridged version of Salat.

11. While crossing the road or a railway line carefully look to your right and to your left and then to the right again to make sure that a train or a vehicle is not approaching.

12. While riding on a bus or a railway carriage do not stick your neck or your arm out. Do not attempt to get onto a train while it is in motion, nor should you alight until such time as it has come to a complete stop.

13. If, at the end of a journey, you mean to stay with someone as a guest give your host plenty of warning.

14. Always be vigilant about your baggage.

15. If possible, advise your family of your return plan.

16. On completion of a journey when you get home recite the following;

أَبُوْنَا تَابُوْنَا لِرَبِّنَا حَامِدُوْنَا.

'We are the ones who have returned, we repent and we worship. We are those who praise our Lord'.

17. Before embarking on a journey put a label on each of your bags. The label should contain your name and address etc. Count the number of bags and keep a record in a notebook.

18. Never undertake a journey without having bought a ticket. You must never travel in a higher-class carriage than you bought a ticket for.

19. Do not tell anyone how much cash you are carrying and where it is kept. Beware of pickpockets.